

Date: November 24, 2015

For ACTION   X  

For INFORMATION   \_\_\_  

Board Agenda: Yes   x  

No   \_\_\_  

**FROM:** Stacey Johnson, Chief Financial Officer

**THROUGH:** Alvin L. Crawley, Ed.D., Superintendent of Schools

**TO:** The Honorable Karen Graf, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Comprehensive Policy Review: 12/3/15 School Board Meeting

The School Board reviewed the following policies at its November 23, 2015 Board Meeting, and they can now be advanced for Consent.

**Policies Recommended for Approval:**

[Policy DA - Management of Funds](#) (Updated to include the major classifications for expenditures of school funds as defined in the Code of Virginia, and to increase the Superintendent's authorized budget transfer thresholds.)

[Policy DB - Annual Budget](#) (Updated to reflect VSBA model language)

[Policy DG - Custody and Disbursement of School Funds](#) (Legal references updated)

[Policy DGB - Authorization of Procurement and Credit Card Use](#) (Not a VSBA Policy; updated to reflect the proper title of the Chief Financial Officer)

DGB-R: ACPS Procurement and Credit Card Regulations (Revised September 11, 2015; included for reference)

[Policy DGC - School Activity Funds](#) (Updated to reflect ACPS practice and procedures, and to include VSBA model language and a reference to DGC-R: the Student Activity Funds Manual)

DGC-R: Student Activity Funds Manual (Revised July 22, 2011; included for reference)

[Policy DGD - Funds for Instructional Materials and Office Supplies](#) (Updated to reflect minor stylistic revisions)

[Policy DI - Financial Accounting and Reporting](#) (Updated to reflect VSBA model language)

[Policy DIA - Reporting Per Pupil Costs](#) (Updated to reflect VSBA model language)

[Policy DJB - Petty Cash Funds](#) (Updated to reflect minor stylistic revisions)

DJB-R: Petty Cash Fund Regulations (Revised August 31, 2015; included for reference)

[Policy DJG - Vendor Relations](#) (Updated to prohibit bid preparation on behalf of ACPS followed by subsequent submission of a bid for the same procurement)

[Policy DL - Payroll Procedures](#) (Updated to reflect accurate ACPS Central Office Department titles)

[Policy DLC - Expense Reimbursements](#) (Updated to reflect ACPS practice and to include VSBA model language)

[DLC-R: Travel Guidelines & Procedures](#) (Revised August 20, 2013; included for reference)

[Policy DM - Cash in School Buildings](#) (Updated to reflect a minor stylistic revision)

**BACKGROUND:**

The Code of Virginia § [22.1-253.13:7](#) requires that each local school board shall maintain and follow up-to-date policies, and that all policies shall be reviewed at least every five years and revised as needed. In addition, the Alexandria City School Board's Policy BF provides that policies will be reviewed at least every three years and revised as needed.

**RECOMMENDATION:**

The Superintendent recommends that the Board approve the attached policies.

**IMPACT:**

By reviewing policies periodically, the School Board ensures that ACPS operations are aligned to support excellence and high performance.

**ATTACHMENTS:**

Proposed amendments to various D policies

**CONTACT:**

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